



■ Comprehensive English Usage

In this practical grammar workshop, we will use ground breaking and time tested methodology to consolidate your basic knowledge of the English Language.

Fitting The Pieces Together

The method used is a combination of demystifying grammar and Plain English Writing skills.

Objectives

- Gain a better and more thorough understanding of English Grammar structures and how to use them easily and proficiently
- Help learners to acquire the ability to speak and write competently, correctly and confidently
- Develop learners' facility in writing skills and communicate more effectively

The Result:

- Greater Business Efficiency
- Increased Precision
- Greater Self-Esteem
- An Enhanced Positive Corporate Image

Course Content

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| Parts of Speech
- <i>Working with words</i> | Phrases and Clauses
- <i>Word weavers</i> |
| Sentence Sense
- <i>Grammar's galaxy</i> | Usage and Abusage
- <i>A way with words</i> |
| A Writer's Tools
- <i>Tools of the trade</i> | Grammar Helpers
- <i>Housekeeping</i> |
| Strutting your Stuff with Style
- <i>Articulate through words</i> | |

Course Methodology

It is fully interactive and features many highly practical, creative and fun-filled exercises that will stimulate interest and emphasise the numerous learning points.

Who Would Benefit?

- Office Support Staff
- Executives

Special Features

- Scheduled follow-up
- Certificates upon satisfactory completion of the course

